

OGC HAS REVIEWED.

Approved For Release 2001/08/24 : CIA-RDP57-00384R001100010015-5

C O P Y

OFFICE MEMORANDUM

DATE: 9 January 1948

25X1A

TO: [REDACTED] Assistant General Counsel
FROM: Acting Chief, Personnel Branch
SUBJECT: Surety Bonding of Personnel Relations Clerk

In accordance with your request, the following information is submitted.

- (1) The bonding is to cover the moneys in possession of the incumbent of the Personnel Relations Clerk position.
- (2) This bond should be sufficiently large to cover losses up to \$1,000.
- (3) This bond will cover the Employees Welfare, Employees Cooperative, Group Hospitalization, and petty cash funds.

25X1A

Since [REDACTED] is responsible for the various moneys collected by the Personnel Relations Division, it is suggested that he be made recipient of the bond. Money to cover the cost of bonding will be furnished by the employee cooperative.

25X1A

[REDACTED]
Acting Chief, Personnel Branch

C O P Y